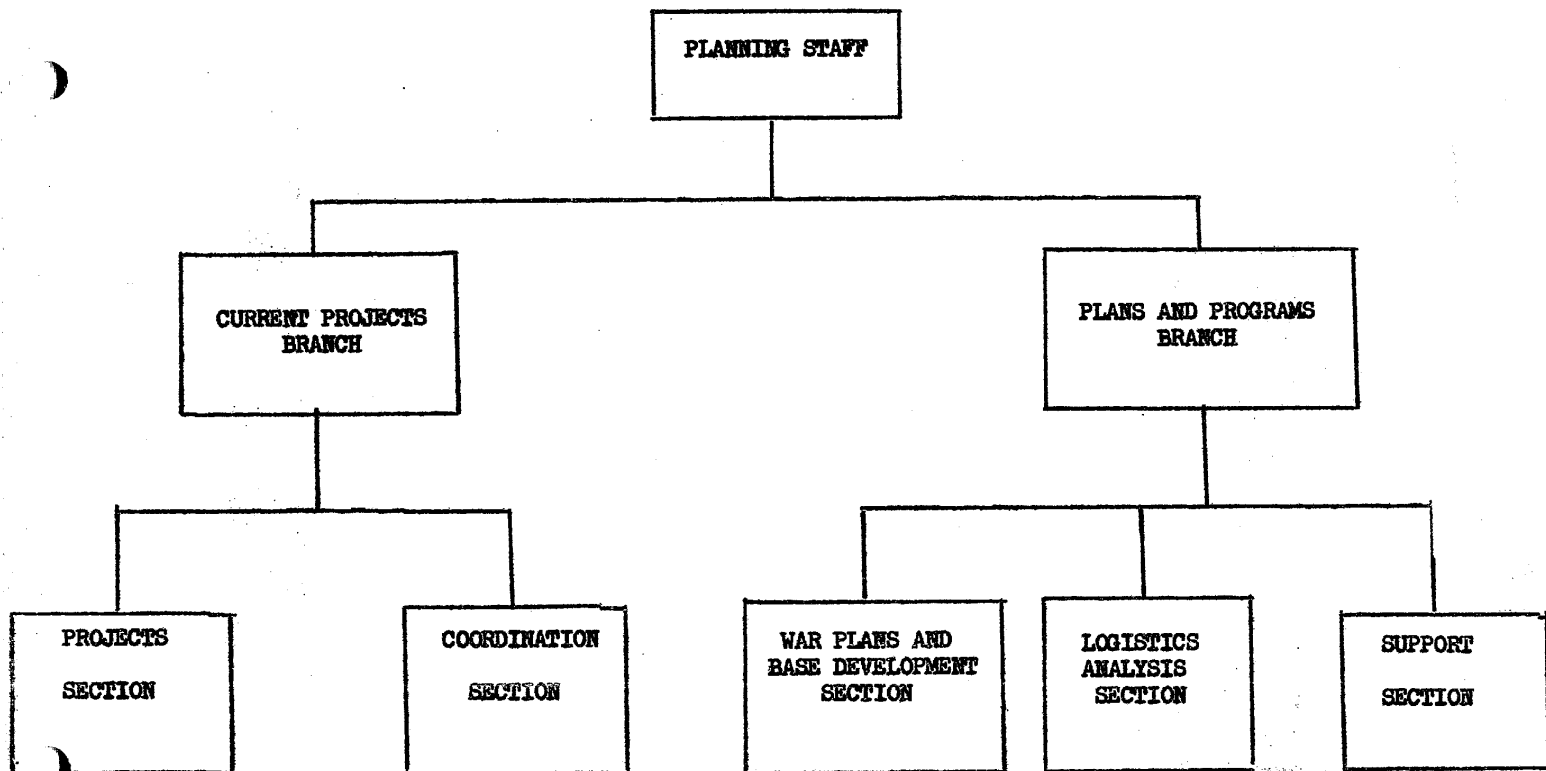


TAB

**SECRET**

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**PLANNING STAFF  
LOGISTICS OFFICE**



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PLANNING STAFF

LOGISTICS OFFICE

DISCUSSION

1. The function of this Staff continues to be the overall planning of the entire operation of the Logistics Office. At the time the Staff was established, in March 1953, various conditions existing both in and out of Logistics made it necessary to include certain functions of operational and service nature.
2. One of these items was the coordination activity. At the time it was essential to build up confidence on the part of operating elements of the Agency in the service available from the Logistics Office and the coordination activity appeared to be the best way to accomplish this and to properly support operations. In the meantime, Logistics Officers in the Area Divisions have become familiar with the service available from the Logistics Office and it is now possible to reduce the coordination activity in Logistics Office.
3. Another activity included in the work of this Staff was the detailed requirements compilation usually accomplished by a supply element. It is now possible to transfer this work to the Supply Division along with the positions necessary to accomplish it.
4. These changes either eliminate or reduce to a minimum the work of the Staff not of a strict planning nature. As a result, the Staff becomes more nearly a pure planning activity and will more adequately serve the logistical planning needs of the Agency.
5. The planning function is being divided into two phases - current plans and long-range plans. This is reflected in the new chart which shows a Current Projects Branch and a Plans and Programs Branch. The name of the planning element is being changed from Coordination and Requirements Staff to Planning Staff.
6.

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7.

[Redacted]

JUSTIFICATION

The nature of the planning function is not such as to permit measurement in terms of uniform and consistent work units. Logistical plans or annexes may run anywhere from a single page to several hundred pages depending upon the scope of the parent operational plan. It has not been possible to determine the total number of existing or proposed projects in all the areas; however, there are 237 plans on record in the Far East Area Division. All of these require varying degrees of planning attention. Examples of specific studies prepared or in varying stages of completion by the Plans and Programs Branch include:

- (a) Staff studies encompassing requirements for proposed major bases at [Redacted] [Redacted]
- (b) Staff study to establish the feasibility of using Unit Tables of Organization and Equipment in determining material requirements.
- (c) Staff study relative to the establishment of a redistribution procedure for excess Agency material stocks.
- (d) Study reflecting specific known excesses resulting in redistribution and disposition.
- (e) Studies relative to CIA's major base program and recommendations thereto regarding: (1) The determination and defining of the mission of each activity required at a CIA major base; (2) The estimation of the magnitude of each CIA base; (3) The determination of the various methods of Logistics Command.
- (f) A review of and calculation of requirements of a proposed plan for Agency participation in planned maneuvers to provide realistic testing of T/E and data valuable in further logistical and operational planning.

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**STATEMENT OF FUNCTIONS**

**PLANNING STAFF, LOGISTICS OFFICE**

1. Keep the Chief of Logistics and other elements of the Logistics Office informed concerning the logistical aspects of Agency objectives, plans, programs, and projects.
2. Conduct long range planning to meet operational requirements, to establish strategic reserves, and develop plans for major and advance support bases.
3. Furnish technical logistics guidance and assistance to major Agency planning elements so that all operations take into consideration essential logistical implications from their inception through their implementation.
4. Upon request, develop detailed logistics support plans, including gross materiel requirements, for projects or operations of any component of the Agency.
5. Review logistics annexes prepared by other Agency components in order to assure their accuracy, adequacy, completeness and logistical feasibility.
6. Develop or initiate action to secure basic policies and standards necessary in the planning of logistical support to Agency operations.
7. Maintain a Logistics Library serving all elements of CIA.
8. Provide priorities in connection with Controlled Materials program when required.

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**S E C R E T**

**STATEMENT OF FUNCTIONS**

**CURRENT PROJECTS BRANCH**

**PLANNING STAFF, LOGISTICS OFFICE**

1. Consult with and advise operating officials and Logistics Officers of the DD/P Staffs and Area Divisions with respect to the logistical aspects of proposed or current projects.
2. Review logistical annexes to current projects initiated by operating officials to determine the logistical feasibility and, to the extent possible, the accuracy, completeness, and adequacy of the annex.
3. Upon request from operating officials or Logistics Officers of the DD/P Staffs or Area Divisions, develop detailed logistical annexes based on such factors as the objective of the mission, manpower, duration, and location.
4. Monitor special projects by following through with other elements of the Logistics Office with respect to the logistical aspects of the project.

**Projects Section**

1. Consult with and advise operating officials and Logistics Officers of the DD/P Staffs and Area Divisions with respect to the logistical aspects of proposed or current projects.
2. Review program prepared annually by DD/P operating officials and recommend concurrence by Chief of Logistics.
3. Review logistical annexes to current projects initiated by operating officials to determine the logistical feasibility and, to the extent possible, the accuracy, completeness, and adequacy of the annex.

**Coordination Section**

1. Monitor special projects by following through with other elements of the Logistics Office with respect to the logistical aspects of the project.
2. Expedite action by operating elements of Logistics Office where emergency conditions occur in connection with current projects.
3. Maintain liaison with the Defense Department in connection with Defense support for current projects.

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**STATEMENT OF FUNCTIONS**

**PLANS AND PROGRAMS BRANCH**

**PLANNING STAFF, LOGISTICS OFFICE**

1. Prepare or assist in preparation of plans covering requirements of long range Agency operational programs and in establishment of strategic reserves.
2. Develop plans for major and advance support bases designed to meet the long range logistical needs of the Agency on the basis of Agency objectives, plans, and programs; and develop logistical requirements by detailed analysis of operational programs and plans for advance and support bases.
3. Furnish logistical advice and assistance to major Agency planning elements.
4. Develop planning aids (such as the Logistics Planning Manual) for use by Agency operating officials and Logistics Office personnel in the development of the logistical aspects of operational plans, programs, or projects.
5. Maintain a library of technical publications, manuals, handbooks, and other media for Agency use in connection with logistical matters.
6. Furnish price and availability information to personnel of the Logistics Office in connection with planning and requirements.
7. Provide for the Logistics Office services covering the preparation of graphic presentation material and the furnishing of computing service.

**War Plans and Base Development Section**

1. Prepare or assist in preparation of plans covering requirements of long range Agency operational programs and in establishment of strategic reserves.
2. Develop plans for major and advance support bases designed to meet the long range logistical needs of the Agency on the basis of Agency objectives, plans, and programs; and develop logistical requirements by detailed analysis of operational programs and plans for advance and support bases.

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War Plans and Base Development Section (cont.)

3. Furnish logistical advice and assistance to major Agency planning elements.
4. Develop planning aids (such as the Logistics Planning Manual) for use by Agency operating officials and Logistics Office personnel in the development of the logistical aspects of operational plans, programs, or projects.

Logistics Analysis Section

1. Review that portion of the biennial forecast of requirements from Agency operational elements which covers future as opposed to current operations.
  - a. Analyze these forecasts to determine quantity, standardization and procurement lead time in conjunction with the world-wide force projection, and/or project plans.
  - b. Determine requirements to be filled by Department of Defense and coordinate with appropriate service planning elements to assure inclusion of Agency needs in Department of Defense planning.
2. Review and analyze material received from Plans Sections indicating requirements generated through development of plans and projects. These include materiel and equipment for activation and operation of bases and materiel for support of Agency programs.
3. Recommend redistribution of Agency assets in accordance with operational plans.

Support Section

1. Maintain a library of technical publications, manuals, handbooks, and other media for Agency use in connection with logistical matters.
2. Furnish price and availability information to personnel of the Logistics Office in connection with planning requirements.
3. Provide for the Logistics Office services covering the preparation of graphic presentation material and the furnishing of computing service.

NOTE: The words "current" and "future" as used herein are defined below:

Current = first twelve months of biannual forecast

Future = second twelve months of biannual forecast or any period thereafter

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